

*The dates listed below are final deadlines for the tasks listed in the column header. All tasks must be completed on **or before** the date listed. Employees on a Monthly Pay Schedule are allowed to have a New Hire Start Date that coincides with the Biweekly schedule but must adhere to the deadlines associated with the Biweekly start dates.
The New Hire Start Dates highlighted in blue on the biweekly schedule are Mondays in the middle of the Biweekly Pay Period for Student hiring only.
All other dates in column A are eligible to be the start date for all employees in Monthly and Biweekly Pay Groups.*

New Hire Start Date	Hiring Documentation Submitted to AHRP, HRC or SER No Later Than:	Hire Must Be Initiated No Later Than:	Hire Complete/Approved in GMS No Later Than:	Employee Completes Contact Information and Legal Name Change Onboarding Tasks and Section 1 of the Form I-9 No Later Than:	Section 2 of the Form I-9 is completed and Documents (photocopies) Uploaded to GMS No Later Than:	Direct Deposit Entered in GMS and State Tax forms submitted to Payroll No Later Than:	Pay Period Start	Pay Period End	Pay Date
Bi-Weekly									
06/18/18	06/04/18	06/06/18	06/13/18	06/18/18	06/21/18	06/22/18	06/18/18	07/01/18	07/06/18
07/02/18	06/18/18	06/20/18	06/27/18	07/02/18	07/05/18	07/06/18	07/02/18	07/15/18	07/20/18
07/16/18	07/02/18	07/04/18	07/11/18	07/16/18	07/19/18	07/20/18	07/16/18	07/29/18	08/03/18
07/30/18	07/16/18	07/18/18	07/25/18	07/30/18	08/02/18	08/03/18	07/30/18	08/12/18	08/17/18
08/13/18	07/30/18	08/01/18	08/08/18	08/13/18	08/16/18	08/17/18	08/13/18	08/26/18	08/31/18
08/27/18	08/13/18	08/15/18	08/22/18	08/27/18	08/30/18	08/31/18	08/27/18	09/09/18	09/14/18
09/03/18	08/20/18	08/27/18	08/31/18	09/03/18	09/06/18	09/07/18	08/27/18	09/09/18	09/14/18
09/10/18	08/27/18	08/29/18	09/05/18	09/10/18	09/13/18	09/14/18	09/10/18	09/23/18	09/28/18
09/17/18	09/03/18	09/05/18	09/12/18	09/17/18	09/20/18	09/21/18	09/10/18	09/23/18	09/28/18
09/24/18	09/10/18	09/12/18	09/19/18	09/24/18	09/27/18	09/28/18	09/24/18	10/07/18	10/12/18
10/01/18	09/17/18	09/19/18	09/26/18	10/01/18	10/04/18	10/05/18	09/24/18	10/07/18	10/12/18
10/08/18	09/24/18	09/26/18	10/03/18	10/08/18	10/11/18	10/12/18	10/08/18	10/21/18	10/26/18
10/15/18	10/01/18	10/03/18	10/10/18	10/15/18	10/18/18	10/19/18	10/15/18	10/28/18	11/02/18
10/22/18	10/08/18	10/10/18	10/17/18	10/22/18	10/25/18	10/26/18	10/22/18	11/04/18	11/09/18
11/05/18	10/22/18	10/24/18	10/31/18	11/05/18	11/08/18	11/09/18	11/05/18	11/18/18	11/21/18
11/19/18	11/05/18	11/07/18	11/14/18	11/19/18	11/22/18	11/23/18	11/19/18	12/02/18	12/07/18
12/03/18	11/19/18	11/21/18	11/28/18	12/03/18	12/06/18	12/07/18	12/03/18	12/16/18	12/21/18
12/17/18	12/03/18	12/05/18	12/12/18	12/17/18	12/20/18	12/21/18	12/17/18	12/30/18	01/04/19
12/31/18	12/13/18	12/14/18	12/21/18	12/31/18	01/03/19	01/04/19	12/31/18	01/13/19	01/18/19
01/07/19	12/19/18	12/21/18	01/02/19	01/04/19	01/10/19	01/11/19	01/04/19	01/17/19	01/22/19
01/14/19	01/02/19	01/04/19	01/09/19	01/14/19	01/17/19	01/18/19	01/14/19	01/27/19	02/01/19
01/21/19	01/07/19	01/09/19	01/16/19	01/21/19	01/24/19	01/25/19	01/14/19	01/27/19	02/01/19
01/28/19	01/14/19	01/16/19	01/23/19	01/28/19	01/31/19	02/01/19	01/28/19	02/10/19	02/15/19
02/04/19	01/21/19	01/23/19	01/30/19	02/04/19	02/07/19	02/08/19	01/28/19	02/10/19	02/15/19
02/11/19	01/28/19	01/30/19	02/06/19	02/11/19	02/14/19	02/15/19	02/11/19	02/24/19	03/01/19
02/25/19	02/11/19	02/13/19	02/20/19	02/25/19	02/28/19	03/01/19	02/25/19	03/10/19	03/15/19
03/11/19	02/25/19	02/27/19	03/06/19	03/11/19	03/14/19	03/15/19	03/11/19	03/24/19	03/29/19
03/25/19	03/11/19	03/13/19	03/20/19	03/25/19	03/28/19	03/29/19	03/25/19	04/07/19	04/12/19
04/08/19	03/25/19	03/27/19	04/03/19	04/08/19	04/11/19	04/12/19	04/08/19	04/21/19	04/26/19
04/22/19	04/08/19	04/10/19	04/17/19	04/22/19	04/25/19	04/26/19	04/22/19	05/05/19	05/10/19
05/06/19	04/22/19	04/24/19	05/01/19	05/06/19	05/09/19	05/10/19	05/06/19	05/19/19	05/24/19
05/20/19	05/06/19	05/08/19	05/15/19	05/20/19	05/23/19	05/24/19	05/20/19	06/02/19	06/07/19
06/03/19	05/20/19	05/22/19	05/29/19	06/03/19	06/06/19	06/07/19	06/03/19	06/16/19	06/21/19

*** For Administrative and full time Faculty positions the Create or Edit Position, Job Requisition and Recruiting processes must be complete/approved in order to Hire an employee. For resources on the Recruiting and Job Requisition process please review the job aids available through the GMS website (<https://gms.georgetown.edu/training/recruiting>).**

**** Hiring deadlines are compressed due to the holiday break December 24th, 2018-January 1, 2019**

New Hire Calendar

*The dates listed below are final deadlines for the tasks listed in the column header. All tasks must be completed on **or before** the date listed. Employees on a Monthly Pay Schedule are allowed to have a New Hire Start Date that coincides with the Biweekly schedule but must adhere to the deadlines associated with the Biweekly start dates.
 The New Hire Start Dates highlighted in yellow are the first day of classes and are for Faculty hiring only.
 All other dates in column A are eligible to be the start date for all employees in Monthly and Biweekly Pay Groups.*

New Hire	Hiring Documentation	Hire Must Be Initiated	Hire	Employee Completes	Section 2 of the Form I-9 is	Direct Deposit Entered	Pay Period	Pay Period	Pay Date
Monthly									
07/01/18	06/13/18	06/15/18	06/22/18	07/01/18	07/04/18	07/06/18	07/01/18	07/31/18	07/31/18
08/01/18	07/12/18	07/16/18	07/23/18	08/01/18	08/06/18	08/06/18	08/01/18	08/31/18	08/31/18
08/29/18	08/15/18	08/17/18	08/24/18	08/29/18	09/01/18	09/02/18	08/01/18	08/31/18	08/31/18
09/01/18	08/14/18	08/16/18	08/23/18	09/01/18	09/04/18	09/06/18	09/01/18	09/30/18	09/28/18
10/01/18	09/11/18	09/13/18	09/21/18	10/01/18	10/04/18	10/08/18	10/01/18	10/31/18	10/31/18
11/01/18	10/15/18	10/17/18	10/23/18	11/01/18	11/05/18	11/06/18	11/01/18	11/30/18	11/30/18
12/01/18	11/13/18	11/15/18	11/22/18	12/01/18	12/04/18	12/06/18	12/01/18	12/31/18	12/21/18
01/01/19	12/13/18	12/14/18	12/21/18	01/01/19	01/04/19	01/07/19	01/01/19	01/31/19	01/31/19
01/09/19	01/02/18	01/03/18	01/07/19	01/09/19	01/14/19	01/14/19	01/01/19	01/31/19	01/31/19
02/01/19	01/14/19	01/16/19	01/23/19	02/01/19	02/04/19	02/06/19	02/01/19	02/28/19	02/28/19
03/01/19	02/11/19	02/13/19	02/20/19	03/01/19	03/04/19	03/06/19	03/01/19	03/31/19	03/29/19
04/01/19	03/12/19	03/14/19	03/22/19	04/01/19	04/04/19	04/08/19	04/01/19	04/30/19	04/30/19
05/01/19	04/11/19	04/15/19	04/22/19	05/01/19	05/06/19	05/06/19	05/01/19	05/31/19	05/31/19
06/01/19	05/14/19	05/16/19	05/23/19	06/01/19	06/04/19	06/06/19	06/01/19	06/30/19	06/28/19

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